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May 7, 2023

Re: FACTS (formerly Renweb) Grades

Dear Grade 7-12 SLA Parents,

Thank you for the trust that you have placed in us in the education of your children. It has been an amazing year participating in this educational journey with you, and we are working and praying toward a strong end to the school year. We are also always seeking to listen to you and meet the objectives that we have set as a school.

On this latter note, it is our goal that you should always be able to log into your **FACTS Family Portal**¹ and find up-to-date grades and missing assignments² for all subjects. Please note the following points as to what you should expect to see in your child's **grades** section of the FACTS Family Portal:

1. At least **one graded assignment per week** for **core academic classes** (Math, English, etc.).
2. At least **one graded assignment every two weeks** for **non-academic/elective classes** (Music, Phys. Ed., etc.).
3. Grades in Family Portal kept **current within a one-week time window** (for example, at the end of the third week of this quarter on May 5, you should see at least two graded assignments for core classes and at least one graded assignment for elective classes).
4. Graded assignments will be entered by teachers into their gradebooks within 24 hours of the submission due date³. Teachers will mark any unsubmitted student work as "missing", which will be viewable in the Family Portal **grades** section (for example, if a project is due in Bible 9/10 on Tuesday, May 9 and a student fails to submit that project, you will see it as "missing" in the Family Portal **grades** section by Wednesday, May 10. Grades for submitted assignments will be viewable within a week of submission).

Please don't hesitate to contact me or your child's teacher(s) with any questions or concerns you may have regarding their grades. We are here to help and cooperate with you in this great work of education.

Sincere regards,

Steve Kibbee

Principal, Sandy Lake Academy

¹ To access your child's grades in the FACTS Family Portal, click "student" then click "grades". Having trouble accessing your Family Portal? Contact Jill at secretary@sandylakeacademy.ca

² An assignment is any assigned and graded student work including projects, homework, quizzes, tests, etc.

³ Due to the unique nature of assessment in the Music department, very limited exceptions will be made for point #4 above